

# FAIRFAX AREA AGENCY ON AGING

## VOLUNTEER JOB DESCRIPTION

**POSITION TITLE:** Volunteer Driver and/or Substitute Driver

**PROGRAM:** Home-Delivered Meals

### AREA OF RESPONSIBILITY:

#### 1. Meals Pick-Up/Meals Delivery

- a. To pick up meals at a predetermined location between 10:30 a.m. and 12:00 noon (except for Bailey's Crossroads at 2:00 p.m.).
- b. To use the proper equipment (hot box and cooler) provided by the Meals on Wheels group in order to minimize the risk of food spoilage.
- c. To ensure that the meal count correlates with the client number for the day's route.
- d. To ensure that the meal is delivered to a client or a designated representative (i.e., **do not leave a meal at an unanswered door**).
- e. To be available to drive/or deliver meals within the times decided upon by the route coordinator.
- f. If unable to drive as scheduled, notify the appropriate contact allowing as much time as possible to find a substitute.

#### 2. Client Contact:

- a. To maintain client confidentiality.
- b. In case of an emergency, first call 911, then follow the group-specific instructions.
- c. To have a valid driver's license.
- d. To have car insurance meeting Virginia's standards.
- e. To have a valid registration with current license plate tags and a current vehicle inspection.
- f. To wear seat belts in accordance with Virginia law.
- g. To insure that all passengers are also in compliance with the seat belt laws.

### VOLUNTEER BENEFITS:

- ◆ Liability insurance through Fairfax County.
- ◆ Mileage reimbursement, if requested, with completed mileage reimbursement form and submitted to the MOW Group Treasurer in a timely fashion.